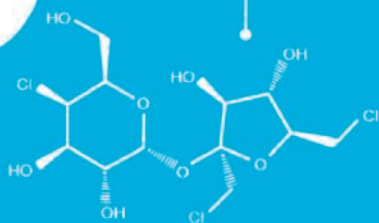
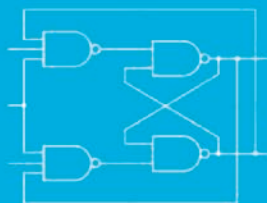
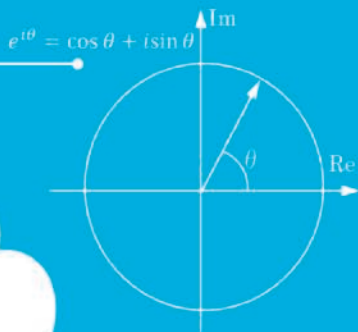


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# Nagoya Institute of Technology Library Guide

名古屋工业大学图书馆 利用指南

2026

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- 10 学术机构知识库
- 11 图书馆网站
- 12 联系地址一览
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# 1 Opening Hours & Closed Days

**【Opening Hours】** Saturday, Sunday, National Holidays

Class Periods	Monday - Friday		8 : 45 - 21 : 45
	Saturday, Sunday, National Holidays	Normal Hours	8 : 45 - 16 : 45
		Extended Hours	8 : 45 - 18 : 45
Vacation Periods	Monday - Friday		8 : 45 - 16 : 45

## 【Closed Days】

Saturdays, Sundays and national holidays during vacation periods

Mid-summer holidays

Foundation Day (November 1)

Year-end and New Year's Holiday (December 29 - January 3)

The Common Test for University Admissions, Entrance examination

Any changes in the schedule will be posted.

See the bulletin board in the library, the electronic bulletin board, or the library website.

## 2 Library Card

Your NITech ID card serves as your library card. It is required when you enter the library, borrow or renew books.

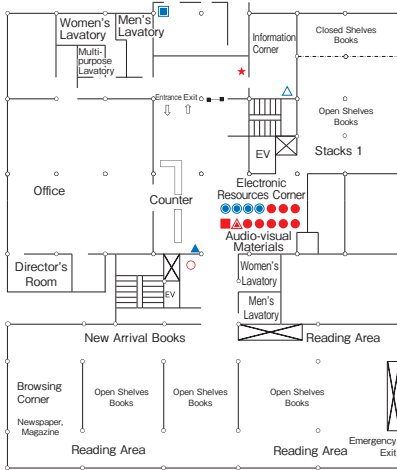
## 3 Entrance & Exit

When you enter the library, scan your library card over the IC reader to open the gate. You should leave the library through the exit-only gate.

There are electronic lockers to the left inside the entrance. Please use them if you need to. Use of the lockers is limited to library hours only.

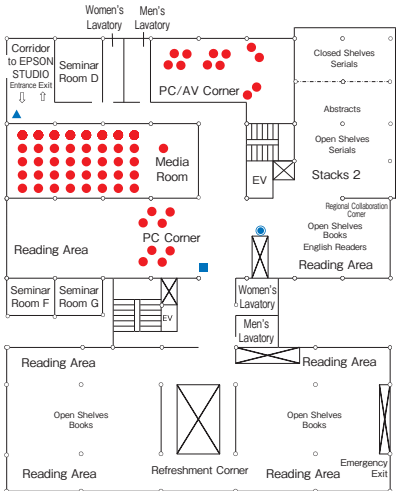
# 4 Floor Plan

1 F



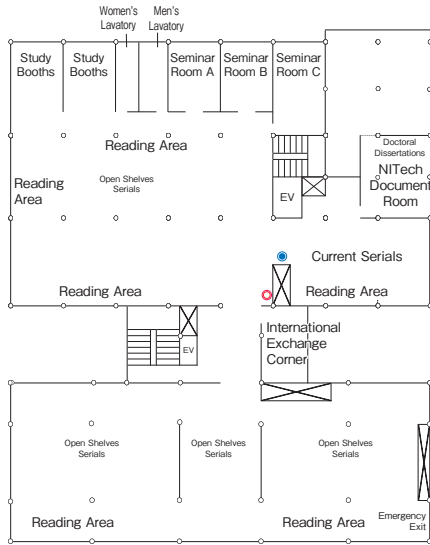
- PC (Edsys)
- OPAC
- ▲ Terminal for Database
- Printer for Terminal
- △ Vending Machine
- ▲ Borrowing and Returning Books Machine
- Coin-Operated Photocopier (private payment)
- Book Post
- ★ Electronic Locker

2 F



- PC (Edsys)
- Network Printer
- OPAC
- ▲ Borrowing and Returning Books Machine

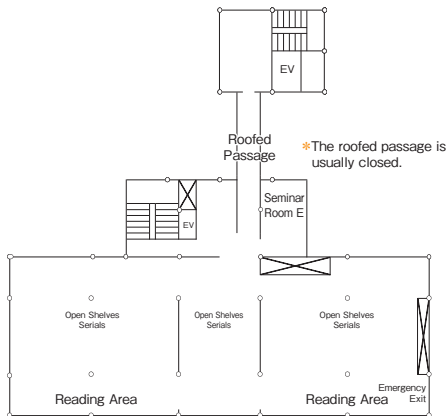
3 F



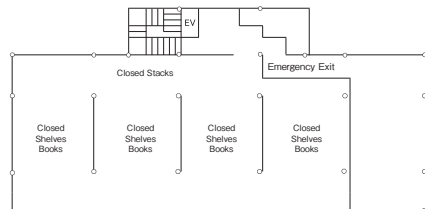
OPAC

Card-Operated Photocopier (public payment)

4 F



B1 F



## 5 Service Overview

Borrowing, returning and reserving books	8:45 - 5 min before closing time
Information about books and the library	
Application for using closed-shelves materials and laboratory materials	8:45 - 30 min before closing time
Application for seminar rooms	
Application for university materials	
Library card issuance (visitors)	
Material research, Interlibrary Cooperation	8:45 - 16:45 (Weekdays)
Information about electronic resources	
Reserving the microfilm/microfiche reader-printer	

### 5.1 Perusal

You can freely use all materials in the open shelves. Books should be taken to the return tables in the reading rooms on the first and second floors when you are done with them. There are no return tables for serials, so please return them to their original locations after reading.

Closed Shelves Materials are located in storage. Undergraduate students and visitors who wish to read or borrow these materials should submit an “Request Form” at the counter. University faculty and graduate students may sign “Storage Access Log” at the counter to access the Closed Stacks.

### 5.2 Borrowing, Renewing and Returning Books

Books can be borrowed, renewed and returned.

You can borrow, renew and return books at the Borrowing and Returning Books Machine or at the counter. You can also renew books via the library service menu on the NITech web portal. When the library is closed, books may be returned using the drop-box at the main entrance.

Non-circulating books and serials cannot be borrowed. Non-circulating books have the following label on their spines.



## **【Borrowing】**

### Book Limits and Loan Periods

Open Shelves Books (Green Labels)	NITech Members, Partner University Members	5 books	14 days
	Visitors	3 books	14 days
English Readers (Green Labels)	NITech Members	2 books	14 days
Closed Shelves Books (Red Labels)	Undergraduates, Partner University Members	5 books	14 days
	Graduates, Faculty, Staff	10 books	30 days
	Visitors	2 books	14 days
Audio-visual Materials (Lendable materials only)	NITech Members	2 items	14 days

Special borrowing terms apply to NITech members during vacation periods. Borrowing limits on books are increased, as are time limits. For special borrowing terms, see the library bulletin board, the electronic bulletin board, or the library website.

## **【Renewing】**

Books may be renewed once so long as they have not been reserved by others and you don't have any overdue books.

## **【Returning and Overdue Penalties】**

Books must be returned by the due date. You cannot borrow books if you have an overdue book. Your borrowing privileges are also suspended for the number of days you are late with a book.

### **5.3 Reserving Books**

If you want to borrow books that are borrowed by others, you may reserve two of them for yourself via NITech OPAC (See 6.4 How to Search for NITech Materials) and you will be first in line to borrow those books when they are returned.

We will inform you when the book becomes available. Your reservation will be cancelled if you do not come to the counter within a week.

## 5.4 Books Held by Laboratories

Books marked “Laboratory” in NITech OPAC (See 6.4 How to Search for NITech Materials) are held by the Laboratories.

If you want to borrow books held by the Laboratories, you may submit a “Laboratory’s book request form”. If they are not currently in use in the laboratories, you may borrow them. Loan periods are one week.

## 5.5 Material Research

Please consult with library counter staff if you have any questions on using the library, searching and acquiring materials/information, conducting investigative research and so on.

The library offers guidance on how to use the library or how to search and acquire academic information. For details on guidance sessions, see the library bulletin board, the electronic bulletin board, or the library website.

## 5.6 Interlibrary Cooperation

### **[Acquiring Materials from Other Libraries]**

You can order interlibrary loans by post or photocopies of articles from other university libraries and institutions if NITech doesn’t have them. You may order from overseas libraries, too.

Applications can be made via the library service menu on the NITech web portal. For undergraduates wishing to apply via the NITech web portal, you need to register in advance.

\*If you wish to apply using a paper form, you can submit an “Article Request Form” to the counter.

### **[How to Use Other University Libraries]**

You may visit and use other universities’ libraries. Please follow their rules. Some libraries might not lend you their books.

Some university libraries may require a letter of introduction. If you need a letter of introduction, please apply at the counter.

You can use these libraries without a letter of introduction:

National University Libraries	Graduate students, faculty, and staff can use these libraries with their NITech ID card.
University Libraries in the Tokai Area	By agreement, students, faculty, and staff can use many of these libraries with their NITech ID card.
Partner Universities	By agreement, students, faculty, and staff can use, borrow, and photocopy materials with their NITech ID card at libraries of the following institutions: Nagoya City University, Aichi Institute of Technology, Daido University and Toyota National College of Technology



### 5.7 Book Purchasing Requests

If you are a student of NITech and the book you require is not kept at the library, you can request the purchase of up to three necessary books a year via the library service menu on the NITech web portal.

### 5.8 Student/Faculty Portal

Various services are available via the library service menu on the NITech web portal.

#### Main Services Available via the Library Service Menu

State of Borrowing and Reservation (Borrowing Period Extension)	Displays the titles and due dates of library books you are currently borrowing. Books with no pending reservations may be renewed once.
View Borrowing History	You can view your borrowing history.
Book Purchasing Requests	You can request for the purchase of books (students only).
Acquiring Materials from Other Libraries	You may request books or photocopies from other libraries. Preregistration is necessary for undergraduates.
Facility Reservations	You can reserve seminar rooms and check their usage status (students only).
Email Alert Service	By registering a keyword(s), you can receive email alerts if relevant material arrives at the library.
Write/Read Book Reviews	You can write or read other people's book reviews about books held by Nagoya Institute of Technology.
Notifications	Notifications from the library will be displayed here. If you have any overdue books, please return them promptly. Notifications that materials you have reserved or ordered from other libraries have become available will also be displayed.

## 6 Library Materials

### 6.1 List of Library Materials

The three-digit numbers in the "Materials" column are call numbers.  
(See section 6.2, Arrangement of Library Materials.)

		Materials	Location
Books	Open Shelves Books	New Books	South bldg. 1F, New Books Corner
		Browsing books	South bldg. 1F Browsing Corner
		400-509, 700-799	South bldg. 1F
		000-009, 510-699	South bldg. 2F
		International Exchange Corner	South bldg. 3F, International Exchange Corner
		010-399, 900-999	North bldg. 1F, Stacks 1
		800-899, English Readers	North bldg. 2F
		Regional Collaboration Corner	North bldg. 2F, Regional Collaboration Corner
	Closed Shelves Books	000-009, 400-599, 700-799	B1, Stacks
		600-699, Foreign 800-999	North bldg. 1F, Closed Stacks 1
010-399, Japanese 800-999		Another Building	
Serials	Open Shelves Serials	New Serials	North bldg. 3F, Current serials
		420-450	South bldg. 3F
		500-540テ	South bldg. 4F
		300-410, 460-490	North bldg. 2F, Stacks 2
		540テ-690	North bldg. 3F
	Closed Shelves Serials	North bldg. 2F, Closed Stacks 2	
	Browsing Serials (Holdings: 1 year)	South bldg. 1F, Browsing Corner	
Abstracts		North bldg. 2F, Stacks 2	
Audio-visual Materials		North bldg. 1F	
News papers	Asahi, Mainichi, Yomiuri, Chunichi, Nippon Keizai, Nikkan Kogyo, The Japan News, The Japan Times (Holdings: 6 months)	Current: South bldg. 1F, Browsing Corner Previous: North bldg. 1F, Stacks 1	
Univ. Materials	Bulletins, Doctoral Dissertations, etc.	North bldg. 3F, NITech Document Room	
	Master's Theses (Holdings: 5 years)	B1, Stacks	

## 6.2 Arrangement of Library Materials

Library materials are arranged by the call numbers on their labels. A call number consists of an NDC classification number and an author code.

Examples of classification number labels

Classification→ Number	011	501.9	430	400
Author Code→	P 96	Ta 33	T	力
	Open Shelves Books	Closed Shelves Books	Foreign Journals	Japanese Journals

### 【Books】

Books are arranged first by NDC-based classification number and then by author code. In the closed shelves, books are first arranged according to whether they are Japanese or foreign.

### 【Serials】

Serials are arranged first by NDC-based classification number and then the journal code. Journal codes are sorted either alphabetically or by the order of the Japanese syllabary. Two-digit call numbers can be thought of as having an invisible '0' for the third digit.

### 6.3 Electronic Resources

Nagoya Institute of Technology has subscriptions to a number of electronic journals/electronic books and databases. In principle, PCs within the university network. Depending on the publisher, some resources may be accessed from off-campus. Please see “NITech members” → “Remote Access” on the library website.

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#### **【Electronic Journals/Electronic Books】**

Subscribed resources can be searched on NITech OPAC or on the library website by going to “Electronic journals/Electronic books list”. On this list, you can also search for electronic journals and books that are available to the public free of charge. (See 6.4 How to Search for NITech Materials)

## [Databases]

You can view the databases available to Nagoya Institute of Technology on the library website by going to “Use Database”.

### Main Databases

Database	Content	Access Method
JDream III	The largest database in Japan for searching science and technology papers, provided by G-Search Limited. Papers of Japanese and foreign journals can also be searched. Includes Japanese abstracts.	University LAN Only 2 users at once
Scopus	A database of abstracts and citations about the sciences, technologies, medical sciences, social sciences and humanities provided by Elsevier.	University LAN
CAS SciFinder Discovery Platform for Academics	A service that allows you to search for scholarly dissertations, patents, chemicals, chemical reactions, physical properties, regulations, reagents catalogs, pharmaceutical preparation/ formulation information, and analytical methods all at once, on physics, engineering, medicine, and biochemistry, centering on chemistry. Available services: CAS SciFinder <sup>®</sup> CAS Formulus <sup>®</sup> CAS Analytical Methods <sup>™</sup> ChemZent	University LAN Requires prior registration
MathSciNet	Database of reviews, abstracts and bibliographic information for papers in the mathematical sciences.	University LAN
JapanKnowledge Lib	An online dictionary site with around 80 types of dictionaries, periodicals and magazines	University LAN Only 1 user at once
ELNET	Around 100 newspapers and 250 magazines can be cross-searched and be browsed.	University LAN Only 1 user at once Limit on usage frequency
JSA Library Server	This is a JIS (Japanese Industrial Standard) network service provided by the Japanese Standards Association for searching, browsing, and printing.	University LAN (Gokiso campus only) Only 1 user at once
PDF-5+ Powder Diffraction File	A Powder Diffraction File (PDF) database compiling data on powder X-ray analyses patterns distributed by ICDD.	Library Terminal
CiNii Research	A database provided by the National Institute of Informatics that allows searching of information on academic papers mainly from academic societies in Japan, books, research data, and project information. In some cases links to actual academic papers are available.	Available for use from outside university (open to the public for free)

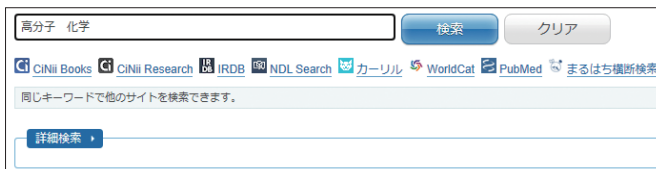
Ask at the counter about other databases.

## 6.4 How to Search for NITech Materials

[NITech OPAC] <https://opac.lib.nitech.ac.jp/opc/>

You can search the Nagoya Institute of Technology's collection with NITech OPAC (Online Public Access Catalogue).

### I. Search by keyword



- To narrow search conditions to the title, author, etc., select the Advanced Search screen.

### II. Narrow down material results on the search results menu



- Narrow down material results with options like Publication Year, Format, Language and others on the left of the screen

### III. Check the location and status of the book

The screenshot displays the following information:

- Book Information:**
  - Title: 基礎高分子科学 第2版
  - Author: 高分子学会編
  - Publisher: 東京化学同人, 2020.1
  - ISBN: 9784807909629
- Holdings Table:**

状態	巻	所在	図書ID	請求記号	返却予定日(予約数)
貸出中		図書館(図書館型)	1340306	431.9/KI 59	2024/02/01
研究室貸出		研究室	1340767	431.9/KI 59	
- Utility Links:**
  - Find it @ nitech
  - Google Books
  - ブックマーク登録
  - Text
  - BibTex
  - EndNote Basic
  - メール(LITF8)
  - Print
  - Link This Page

- ① Book Information: Information such as the title, author, publisher, or publication year of materials
- ② Holding List: Information about location and status
- ③ Status: If the item is loaned out, the due date is shown in the Scheduled Return Date column
- ④ Location: Location of materials
- ⑤ Item ID: A unique number assigned to every book, indicated by a barcode stuck the book
- ⑥ Call Number: The number on the call number label stuck the spine of the book  
Library materials are arranged by this number
- ⑦ Reservations: Shown if there are no materials that can be loaned out in the library (see 5.3 Reserving Books)
- ⑧ “Find it @ nitech”: link to link resolver (see 6.5 Find it @ nitech)
- ⑨ “CiNii Books Search”, “Webcat Plus Search”, “Google Books Search”:  
Link to online catalogues of other libraries, etc.

### **【Electronic journals/Electronic books list】**

<https://publications.ebsco.com/?custId=s1214732&groupId=main&profileId=pfui>

You can search for the electronic journals and electronic books available at Nagoya Institute of Technology using the “Electronic journals/Electronic books list”. When using an electronic journal, please confirm the volume numbers and years in the “Available” field.

By clicking on the titles on the list, an intermediate window is opened. Via this intermediate window link, you can jump to the site of the provider of the electronic journal or electronic book.

### 6.5 Find it @ nitech

We've introduced link resolver software as a tool for managing electronic resources. This tool manages electronic journals and electronic books list, and makes it possible to connect links of databases. With databases linked, everything from searching to accessing documents, or performing further searches, can be carried out smoothly.

#### Examples of database links

If you click the  icon on your database search results, an intermediate window will open.

The intermediate window contains data on essay titles, magazine issue numbers etc., extracted from the database, and by following the link, you can display electronic journals, make links to NITech OPAC, and make requests for literature from outside the school.




**NAGOYA INST OF TECHNOLOGY** 日本語

Find it @ NITech  
Full Text Finder Results

**記事**  
**1 素粒子と真空I**

出版社: 素粒子論研究, 1957, 16巻, 1号, ページ1~6  
著者: 湯川, 秀樹  
ISSN: 0371-1838  
ISSN (オンライン): 2433-2895  
アイテム識別子: 10.24532/soken.16.1\_1 (DOI)

お探しのものではありませんか? [書誌情報を修正 / Revise Request](#)

フルテキストを入手するために、以下のステップで確認してください

STEP1 フルテキスト (電子) を入手する  
Findit 素粒子論研究 from J-STAGE日本語サイト (Free Access) 1948-01-01 - 2012-12-31

STEP2 フルテキスト (冊子) を入手する  
[名古屋工業大学の所蔵を確認する](#)

STEP3 外部機関の所蔵を確認する  
CiNii Books 徳大 徳大 (CiNii Books) の所蔵を確認する  
国国会図書館サーチの所蔵を確認する

STEP4 他機関から文献を取り寄せる (上記ステップで入手できない場合)  
ILL 文献複写・図書貸借依頼を申し込む

文献調査および文献情報の書き出し  
IRDB IRDBで論文タイトルを検索する

OAlster を論文タイトルで検索

Scholar Google Scholar を論文タイトルで検索

arXiv を論文タイトルで検索

\*Database displaying the "Find it@ nitech" icon  
NITech OPAC / CiNii Research / JDreamIII / MathSciNet / CAS SciFinder® / Scopus /  
Google Scholar

## 7 Library Equipment & Facilities

### 7.1 Photocopying Library Materials

You may photocopy library materials.

When you photocopy library materials, you must abide by the Copyright Act. You have some loose change with you in advance to use Coin-Operated Photocopiers.

1. First fill out an application form, and then do your photocopying (\* 1).
2. Copies are permitted for the purposes of study and research only.
3. Materials may be photocopied in part (\* 2), and not in their entirety. However, papers of serials may be photocopied in their entirety if a fixed period of time (\* 3) has expired since publication.
4. Making only one copy is permitted.
5. Do not re-photocopy or reproduce any materials.

\* 1 In accordance with Article 31 of the Copyright Act, copies of library materials can be made in the library. To make a duplication “at the request of the user”, a copy application form must be filled out. Reference: Agency for Cultural Affairs website (<https://www.bunka.go.jp/seisaku/chosakuken/>)

\* 2 A “part” is defined as half of a material or less, regardless of length.

\* 3 A “fixed period of time” is defined as the time until which the next issue is published or three months following publication.

Machines	Payment	Service Hours	Copying Fee	Notes
Coin-Operated Photocopiers	Private	8:45 - 5 min before closing time	Black-and-white: ¥10/sheet Color: ¥50/sheet	Located on the first floor.
Card-Operated Photocopiers	Public	8:45 - 5 min before closing time	Use a NITech ID card or an IC card for photocopying	Located on the third floor.

## 7.2 How to Use the PCs (Edsys)

PCs and a printer for Educational Computer System (Edsys) are available in the library, which is managed by the Information Technology Center.

There is also a wireless LAN available, managed by the Information Technology Center.

Machines	Locations		No.
PCs (Edsys)	Library	Electronic Resources Corner	8
		Media Room	41
		PC Corner	8
		PC/AV Corner	12
	NITech Hall	EPSON STUDIO PC Area	10
Network Printer (requires a copy card)	Library	PC Corner	1
	NITech Hall	EPSON STUDIO PC Area	1
Wireless LAN	Library	Everywhere	—
	NITech Hall	EPSON STUDIO, Lobby, Hall	—

For more information on using the PCs, inquire at the Information Technology Center.

## 7.3 Seminar Rooms

Seminar rooms are used for group study and meetings sessions. If you want to use a seminar room, please apply from the library service menu.

Reservation applications will also be accepted at the library counter, but for the day of the reservation only. Seminar rooms may be used for 1 time per day for 3 hours per group. The usage time may be extended and reuse on the same day is possible if the room is available when you finish using it.

Whiteboards, projectors, and screens in all rooms may be used.

Room	Seats	Locations
Seminar Room A, B	8	South bldg. 3F
Seminar Room C	12	South bldg. 3F
Seminar Room D, F, G	8	North bldg. 2F
Seminar Room E	8	South bldg. 4F

## 7.4 PC/AV Corner

PC/AV Corner is used to watch and listen to Audio-visual materials held by the library. You need to apply at the counter to use Audio-visual equipment.

The Audio-visual materials held by the library are kept on shelves on the first floor of the North building. To use Audio-visual materials, please bring the cases you want to watch, or search the materials on NITech OPAC (See 6.4 How to Search for NITech Materials) and tell the Item ID to the counter. You may not use your own Audio-visual materials.

Equipment	Booth	Devices
Audio-visual Equipment	5	DVD player, Screen, Headphones, etc.

## 7.5 Library Corners

The library has several corner areas designed with different themes in mind.

**Regional Collaboration Corner:** : This corner holds corporate histories of industrial companies.

**Study Booths:** 16 booths separated by partitions are available so students can concentrate on learning.

**NITech Document Room:** This room holds materials related to NITech. These materials are to be accessed within this room only.

**International Exchange Corner:** This corner holds materials related to international exchange, including foreign country data, information about Japan, and information on exchange programs.

## 7.6 Other Equipment

The library is equipped with microfilm/microfiche reader-printers. These equipments are used by faculty and staff (or substitute) only. Ask at the counter for details.

## 8 EPSON STUDIO

EPSON STUDIO learning commons is on the second floor of the NITech Hall auditorium adjoined to the library. EPSON STUDIO is an area which can be used as a study space anytime other than times it is being used for classes or other events. The schedule for EPSON STUDIO can be checked via the library website or the EPSON STUDIO digital signage. (See EPSON STUDIO floor map in the appendix)

### **[Opening Hours]**

Class Periods	Monday - Friday		8 : 40 – 21 : 00
	Saturday, Sunday, National Holidays	Normal Hours	8 : 40 – 16 : 00
		Extended Hours	8 : 40 – 18 : 00
Vacation Periods	Monday - Friday		8 : 40 – 16 : 00

\*Closed in accordance with days the library is closed.

## 9 Visitors

The NITech Library is pleased to offer visitors its materials within non-hindrance of NITech members. Visitors can read and photocopy library materials and borrow library books. Only the use of library equipment is not permitted.

You may search for materials located at the library using NITech OPAC (See 6.4 How to Search for NITech Materials). Materials marked as “Laboratory” in NITech OPAC are held by the laboratories and cannot be accessed by visitors.

Please apply at the counter upon arrival at the library.

By making a library card, you can enter the library by scanning it and borrow books. To make a card, you need to bring identification so that we can identify your name, age, address, and photo. Also, if you have a FeliCa IC chip card, you can register this as your library card. If you do not have a FeliCa IC chip card, we will loan you an alternative card. No one under eighteen is permitted to make a card. Please complete issuance procedures at least 15 minutes prior to the library's closing time.

## 10 Nagoya Institute of Technology Repository System

<https://nitech.repo.nii.ac.jp/>

It discloses complete versions of scholarly literature (doctoral dissertations, academic papers etc.) produced at the Nagoya Institute of Technology. In principle, doctoral dissertations and papers released by faculty members affiliated with this university are registered in this repository.

## 11 Library Website <https://www.lib.nitech.ac.jp/>

The Nagoya Institute of Technology Library has a website which provides information on services, links to NITech OPAC and electronic resources, notifications from the library, etc. The library also offers the blog “@Library.”

## 12 Contact Information

Nagoya Institute of Technology Library		
Address	Gokiso-cho Showa-ku Nagoya 〒466-8555	
Phone Number	Information on services and book borrow/return	052-735-5100, 5103
	Material research, Interlibrary Cooperation	052-735-5101
Fax Number	052-735-5102	
E-mail	library.service@adm.nitech.ac.jp	

XI

XII

## Notices

- \* Refrain from inconveniencing other users through such behavior as having loud conversations and talking on your mobile phone.
- \* Treat the books gently and with care. If you damage or lose them, you must pay for a replacement copy.
- \* Don't pass books on or lend them to other people.
- \* Don't eat or drink drinks with a lid in the library and NITech Hall.
- \* Follow the instructions of the staff.

## 1 开馆日期与时间

### 【开馆时间】

上课期间	星期一~星期五		8:45~21:45
	星期六、 星期日、 节假日	正常开放时间	8:45~16:45
		延长开放时间	8:45~18:45
放假期间			8:45~16:45

### 【闭馆休息日】

放假期间的星期六、星期日、节假日

夏季全校关闭

本校纪念日（11月1日）

年末年初（12月29日~1月3日）

大学入学共通考试日、个别学力检查日

关于开馆时间的变更、临时休馆，将在馆内公告、电子布告栏和图书馆网站上进行通知。

## 2 利用证

学生证、职员证以及图书馆借阅卡均可作为图书馆的利用证。

入馆、借书以及延长借阅期限时需要使用利用证。

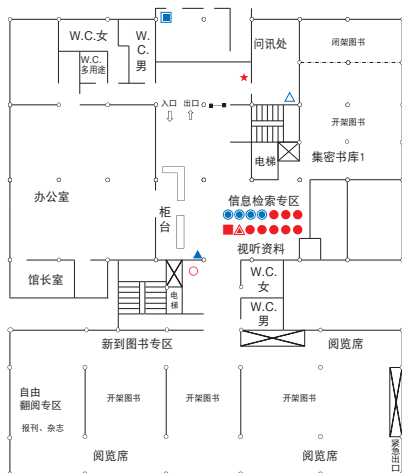
## 3 出入图书馆

将利用证对准图书馆入口处的IC卡读卡机，大门打开后即可入内。离开图书馆时，请走离馆出口。

进入入口大厅后，左手边设有电子存放柜。请根据自身需要利用，不过只可在图书馆开馆时间内使用电子存放柜。

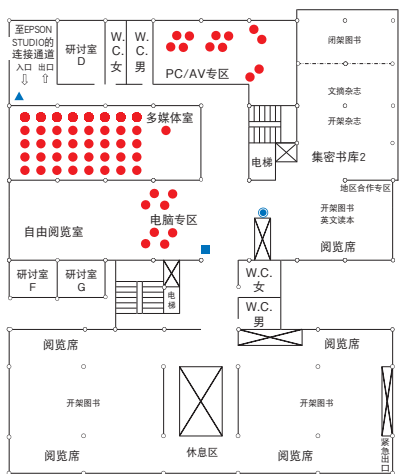
## 4 馆内指南

### 1 楼



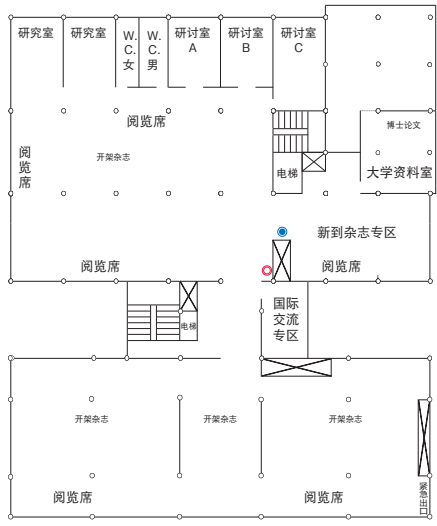
- 教学终端
- OPAC终端
- ▲ 检索终端
- 检索用打印机
- ▲ 自动售货机
- ▲ 自动借书返还机
- 投币式复印机(自行付款)
- 书报箱
- ★ 存放柜

### 2 楼



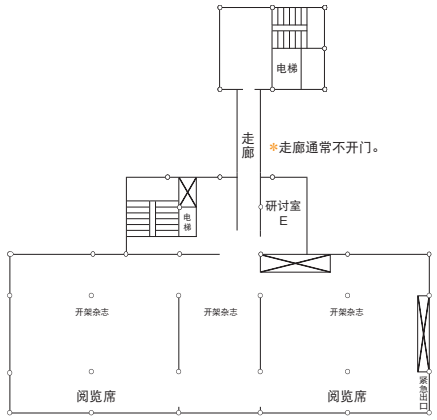
- 教学终端
- 网络打印机
- OPAC终端
- ▲ 自动借书返还机

### 3 楼

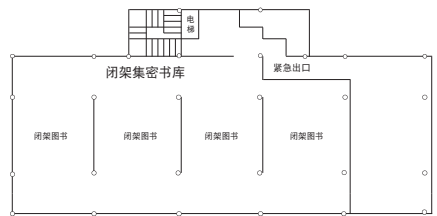


- OPAC终端
- 复印卡式复印机 (用研究经费付款)

### 4 楼



### 地下1层



## 5 服务概要

借书、还书、预约等	8:45 ~ 闭馆前5分钟
与图书和图书馆利用有关的咨询	
申请利用闭架资料、研究室资料	8:45 ~ 闭馆前30分钟
申请利用研讨室	
申请利用大学资料	
发放利用证(校外利用者)	
资料调查与图书馆馆际合作	8:45 ~ 16:45 (平日)
电子资料相关的咨询	
缩微胶卷/缩微胶片 阅读器/印刷机的利用	

### 5.1 馆内阅览

请自由阅读开架资料，无需办理手续。阅读完毕后，请将开架图书归还到1楼或2楼的阅览室内的还书柜台。图书馆没有为开架杂志设立还书柜台，用完后请正确放回原来的位置。

闭架资料存放在书库中，希望阅览或外借闭架资料的，学部学生和校外人士请到柜台申办“馆内阅览票”。本校教职员工和大学院生只要在柜台填写“入库登记簿”，即可进入地下闭架集密书库。

### 5.2 借书、延长借阅期限、还书

在图书馆借阅、延长借阅期限或返还图书时，可在自助借还机或柜台办理手续。此外，还可以通过学生与教职工门户网站的图书馆服务菜单办理延长借阅期限的手续。在图书馆闭馆期间还书时，请将图书放入图书馆正面玄关旁边的书报箱。

禁止带出的资料与杂志不可外借。禁止带出的资料背面一律贴有标签。



**【借书】**

外借册数及外借期限

开架图书 (绿色标签)	校内利用者、协议学校所属人员	5册	14日
	校外利用者	3册	14日
英文读本 (绿色标签)	校内利用者	2册	14日
闭架图书 (红色标签)	学部学生、协议学校所属人员	5册	14日
	大学院生、教职工	10册	30日
	校外利用者	2册	14日
视听资料 (仅限可外借资料)	校内利用者	2件	14日

放假期间对校内利用者实施增加外借册数、延长借阅期限的特别外借办法。关于特别外借的相关事宜，将在馆内公告、电子布告栏和图书馆网站上进行通知。

**【延长借阅期限】**

如果没有他人等待借阅您手上的图书，可以在借阅期限内续借1次。

**【还书与罚则】**

请务必遵守图书的借阅期限，借阅图书越期不还的，超期多少天就停借多少天。如果您手上还有图书越期未还，则不能再借书，也不能延期借阅。

**5.3 预约**

如果您想看的图书被别人借走，可以申请预约，每人最多2本。办理预约后，一旦该图书被归还，您可以优先借阅。

您可以通过名古屋工业大学OPAC（参照6.4 检索名古屋工业大学的资料）办理预约手续。超过期限不来借阅的，我们将解除预约。

## 5.4 如何借阅已借给研究室的图书

在名工大 OPAC (参照6.4 检索名古屋工业大学的资料) 检索时, 如果检索结果的所在栏中标有“研究室”字样, 表明该图书已被研究室借走。

如果您想借阅已被研究室借走的图书, 请到柜台填写“研究室图书利用申请表”, 提出申请。如果教员正好没有使用该图书, 则可以借阅。借阅期限比普通图书短, 大约一周时间。收到图书馆的通知后, 请尽快前来借阅。

## 5.5 资料调查

如果对图书馆的使用方法、资料或信息的文献检索与获取方法、事物调查等方面有不明白的问题, 请咨询图书馆柜台。

另外, 图书馆会举办图书馆使用方法、文献收集相关知识的讲座。关于图书馆讲习会, 将在馆内公告、电子布告栏和图书馆网站上进行通知。

## 5.6 图书馆馆际合作

### 【大学外部文献委托】

对于非名古屋工业大学馆藏的资料, 您可以从其他大学图书馆或学校外部机构邮寄借阅图书或邮购资料的复印件。在日本国内邮购不到时, 还可以向国外机构邮购。

可通过学生与教职员工门户网站的图书馆服务菜单提交申请。本科生在学生门户网站上提出办理借阅的, 需要事前提出使用申请。

※如希望提交纸质申请, 请将“文献委托申请表”提交至柜台申请。

### 【访问使用】

可以访问并使用其他大学的图书馆。访问时, 请遵照该图书馆的指示行事。有的图书馆不会将图书借给其他学校的利用者。

有的大学的图书馆需要介绍信才可使用。希望领取介绍信时, 希望领取介绍信时, 请到柜台提出申请。

## 不需要介绍信的主要的大学图书馆

国立大学图书馆	大学院生出示学生证，教职工出示职工证即可利用。
东海地区大学图书馆	根据协定，学生出示学生证，教职工出示职工证即可在多个图书馆借阅图书。
协定学校	根据协定，可以在名古屋市立大学图书馆、爱知工业大学附属图书馆、大同大学图书馆、丰田工业高等专门学校图书馆享受阅览、外借、复制等服务。

### 5.7 图书购买申请

当图书馆没有所需图书时，本校的学生可以通过学生门户网站的图书馆服务菜单提出购买图书的申请，一年最多3本。

### 5.8 学生与教职工门户网站

可以通过学生与教职工门户网站的图书馆服务菜单使用多种服务。

#### 可通过图书馆服务菜单使用的主要服务

借阅、预约情况 (延长借阅)	查阅当前借阅的图书册数、书名与借阅期限。此外，如果没有他人预约，而且在借阅期限内，您可以延长借阅期限，不过只可以续借1次；
借阅历史一览	可以查看自己的借书历史；
图书申请	可以提出购买图书的申请(仅限学生)；
学校外部文献 借阅申请	可从其他大学调取图书或文献的复印件。学部学生需要事先申请后方可使用；
设施预约	可以确认研讨室的预约与使用情况(仅限学生)；
注册新书信息邮件的 发送服务	注册关键词后，当相关的新书资料抵达图书馆时为您发送通知邮件；
撰写书评/评论、 浏览历史	可为名古屋工业大学的藏书撰写书评，也可阅读他人的书评；
通知	显示图书馆发出的通知； 如果有资料逾期未还时，将通知您尽快归还。 您预约的资料或从其他大学邮购的资料到达时也将显示通知；

## 6 图书馆资料

### 6.1 图书馆资料一览

资料一栏的三位数数字为分类编号（参见 6.2 图书馆资料的整理）

		资料	地点	
图书	开架图书	新到图书	南馆1楼 新到图书专区	
		自由翻阅图书	南馆1楼 自由翻阅专区	
		400-509、700-799	南馆1楼	
		000-009、510-699	南馆2楼	
		国际交流专区	南馆3楼 国际交流专区	
		010-399、900-999	北馆1楼 集密书库1	
		800-899、英文读本	北馆2楼	
		地区合作专区	北馆2楼 地区合作专区	
	闭架图书	000-009、400-599、700-799	地下 集密书库	
		600-699、西式800-999	北馆1楼 闭架集密书库1	
		010-399、日式800-999	别栋书库	
	杂志	闭架杂志	新到杂志	北馆3楼 新到杂志专区
			420-450	南馆3楼
			500-540テ	南馆4楼
300-410、460-490			北馆2楼 集密书库2	
540テ -690			北馆3楼	
闭架杂志		北馆2楼 闭架集密书库2		
自由翻阅杂志（保存过去1年的杂志）		南馆1楼 自由翻阅专区		
文摘杂志		北馆2楼 集密书库2		
视听资料		北馆1楼		
报纸	朝日新闻、每日新闻、读卖新闻、中日新闻、日本经济新闻、日刊工业新闻、The Japan News、The Japan Times (保存过去6个月的报纸)		当月：南馆1楼 自由翻阅专区 过去：北馆1楼 集密书库1	
	大学资料	大学期刊、博士论文、与名古屋工业大学有关的其他资料	北馆3楼 大学资料室	
硕士论文（保存过去5年的论文）		地下 集密书库		

## 6.2 图书馆资料的整理

图书馆资料的书背上张贴有请求记号标签，按照标签上记录的编号分类整理。依据日本十进分类法，请求记号由分类编号和作者记号组成。

请求记号标签示例



### 【图书】

图书按照日本十进分类法中的分类编号（排序要考虑到小数点后第一位）依次归类排列，同一分类编号中又按照作者记号依次排列。此外，在开架书库内将日本图书和西方图书分别摆放在不同的书架上。

### 【学术杂志】

杂志按照日本十进分类法中的分类编号（排序要考虑到十位）依次归类排列，同一分类编号中欧文杂志按照杂志名的英文字母顺序，日本杂志按照杂志名的五十音图顺序排列。分类编号有的采用2位，有的采用3位，对于2位的情况请在最后补“0”。

### 6.3 电子资料

名古屋工业大学与大量电子期刊 / 电子书籍以及数据库签有合约。原则上只能在连接校内网的电脑上使用电子资料，但部分出版社的资料也可以从学校外部访问。请参照图书馆网站“的大学”→“远程访问”。

#### 【电子期刊/电子书籍】

可通过名工大OPAC 检索与名古屋工业大学签约的电子期刊 / 电子书籍。请从图书馆网站的“电子期刊电子书”中检索可在名古屋工业大学使用的电子期刊 / 电子书籍，其中不仅包括与名古屋工业大学签约的资料，也包括免费公开的资料。（参照6.4 检索名古屋工业大学的资料）

## 【数据库】

可在图书馆网站的“使用数据库”中浏览与名古屋工业大学签约的数据库。

### 主要数据库

数据库	收录对象	利用方式
JDream III	这是由G-Search株式会社提供的日本最大级别的科学技术文献信息的数据库。可以检索日本国内外的学术杂志论文，附有日语摘要。	校园LAN 能同时访问2个
Scopus	由Elsevier提供，自然科学、工程技术、医学、社会科学以及人文科学的文摘及引文型文献的数据库。	校园LAN
CAS SciFinder Discovery Platform for Academics	这是以化学为主，涵盖物理学、工程学、医药、生物化学等的一站式搜索服务，可搜索范围包括学术论文、专利、化学物质、化学反应、物理特性、法律法规、试剂目录、制药和配方信息、分析方法。 可使用的服务： CAS SciFinder® CAS Formulus® CAS Analytical Methods™ ChemZent	校园LAN 需事先办理使用 登记
MathSciNet	由美国数学会提供涵盖全世界的数学文献（杂志、图书、会议录）的综合性文献目录和述评数据库。	校园LAN
JapanKnowledge Lib	包括约80种辞典和百科词典、丛书、杂志在内的互联网工具书。	校园LAN 只能同时访问1个
ELNET	可以一次性在约100种报纸、约250种杂志中进行横向检索，并提供新闻报道。	校园LAN 只能同时访问1个 使用次数有限制
JSA Library Server	可通过网络检索、阅览及印刷日本规格协会提供的JIS规格（日本产业规格）的服务	校园LAN （仅限御器所校区） 只能同时访问1个
PDF-5+ Powder Diffraction File	这是由ICDD发布的X射线粉末衍射图谱的数据集 Powder Diffraction File (PDF) 的数据库。	图书馆内专用 终端
CiNii Research	由国立信息学研究所提供的，可对日本国内学术协会等的学术论文信息以及图书、研究数据、项目信息进行横向检索的数据库。部分还提供论文原文的链接。	从校外也可连接 使用（免费开 放）

关于其他数据库，请咨询柜台。

## 6.4 检索名古屋工业大学资料

【名工大 OPAC】 <https://opac.lib.nitech.ac.jp/opac/>

OPAC (Online Public Access Catalogue) : 在线目录

从名古屋工业大学的 OPAC (名古屋工业大学藏书检索系统) 中可以检索到名古屋工业大学所收藏的资料以及其所在位置与状态。

### I 输入关键词查询

高分子 化学

検索 クリア

C/Nii Books C/Nii Research IRDB NDL Search カールル WorldCat PubMed まるはち横断検索

同じキーワードで他のサイトを検索できます。

詳細検索

- 要将查询关键词指定为资料名或著作人等时，可在详细查询页面内选择相应项目

### II 在检索结果页面上二次查询资料

出版年

2000-2022 (393)  
1900-1999 (1074)

フォーマット

図書 (1486)  
視覚資料 (13)  
雑誌 (11)  
電子ブック (4)  
コンピュータファイル (3)

所在

図書(図書架) (895)  
図書(図書架) (734)  
研究室 (227)  
図書(カウチー) (16)  
図書(雑誌架) (110)  
さらに...

著者名

高分子学会 (189)  
日本化学会 (26)  
井本, 志 (1905) (20)  
志丸, 繁 (1905) (12)  
Salamone, Joseph C. (11)  
さらに...

主題

高分子化学工業 (277)  
高分子化学 (215)  
高分子材料 (17)  
プラスチックス (77)  
高分子化合物 (48)  
さらに...

高分子 化学

検索 クリア

C/Nii Books C/Nii Research IRDB NDL Search カールル WorldCat PubMed まるはち横断検索

同じキーワードで他のサイトを検索できます。

絞り込み条件

選択すべて選択 選択解除 ブックマーク登録 Text BibTex EndNote Basic メール(UTF8)

チェック資料を詳細表示

並び替え 10 | 50 | 100 件/ページ

検索結果: 1517 件

1  図書 **基礎高分子科学 第2版**  
高分子学会編  
出版情報: 東京大学出版会, 2020.1  
所蔵情報: 貸出中, 図書(図書架), 431.83/G 59 [他の1件を見る](#)

2  図書 **ゲルの科学 = Gel science**  
長田英仁編著, Kデュセック, 藤山茂弘, 湯山健治著  
出版情報: 東京大学出版会, 2020.3  
所蔵情報: 貸出可, 図書(図書架), 431.83/G 37

3  図書 **自己修復材料、自己組織化、形状記憶材料の開発と応用事例**  
技術情報協会編  
出版情報: 東京大学出版会, 2020.3

- 在左侧页面选择出版年份及格式、语言等进行资料的详细查询

### Ⅲ 在显示的详细资料页面上核实资料



- ① 书籍信息：与资料相关的信息，例如书名、作者姓名、出版社、出版年份等
- ② 馆藏信息：与资料馆藏情况有关的信息，例如资料所在的位置、状态等
- ③ 资料状态：如果该图书已经借出，则在预计归还日期栏内显示借阅期限
- ④ 所在的位置：资料的归类整理地点
- ⑤ 图书 ID：为每册图书编排的号码  
图书上张贴的条码中记录有图书 ID
- ⑥ 请求记号：资料的书籍张贴有请求记号标签，请求记号是指标签上记录的编号  
图书馆的资料按此记号的顺序上架摆放
- ⑦ 预约：当馆内无可出借资料时显示（参照5.3 预约）
- ⑧ “Find it @nitech”：链接至链接解析器（参照6.5 Find it @nitech）
- ⑨ “CiNii Books 检索”、“Webcat Plus 检索”、“Google Books 检索”：  
链接到校外藏书检索系统等

### 【名古屋工业大学 电子期刊/电子书籍】

<https://publications.ebsco.com/?custId=s1214732&groupId=main&profileId=pfui>

从名古屋工业大学 电子期刊/电子书籍目录中可以检索可在名古屋工业大学使用的电子期刊/电子书籍。使用电子期刊时，请在可使用栏中确认可使用的卷号或年份。

点击目录中的电子期刊/电子书籍的标题，就会有一个中间窗打开。通过这个中间窗里的链接，可以前往提供该电子期刊/电子书籍的网站。

## 6.5 Find it @ nitech

图书馆引进了电子资料的管理工具“链接解析器”，通过该管理工具实现了电子期刊/电子书名录的管理，使数据库之间可以互相链接。数据库间的链接将使得调查文献、获取文献，乃至详细调查的过程顺利进行。

### 数据库之间的链接示例

点击数据库搜索结果上的  图标，就会有一个中间窗自动打开。在中间窗内，可以从数据库中接收论文名称或杂志刊登卷号等数据，点击所提供链接，可以显示电子期刊、前往名古屋工大OPAC，或者进行大学外部文献委托申请。



The screenshot shows the 'Full Text Finder Results' page for '1 素粒子と真空I'. A blue box highlights the '链接解析器的中间窗' (Link Resolver Intermediate Window) icon. Below the article information, there are several steps for finding full text:

- STEP1 フルテキスト（電子）を入手する  
Find 素粒子論研究 from J-STAGE日本語サイト (Free Access) 1948-01-01 - 2012-12-31
- STEP2 フルテキスト（冊子）を入手する  
名古屋工業大学の所蔵を確認する
- STEP3 外部機関の所蔵を確認する  
CiNii books 指大学 (Cinii Books) の所蔵を確認する  
HOL Search 国立国会図書館サーチの所蔵を確認する
- STEP4 他機関から文献を取り寄せる (上記ステップで入手できない場合)  
JIL 文献複写・図書館借依頼を申し込む

Additional search options are listed at the bottom:

- IRDB IRDBで論文タイトルを検索する
- OAIster を論文タイトルで検索
- Scholar Google Scholar を論文タイトルで検索
- arXiv を論文タイトルで検索

- \* “Find it @ nitech” 图标所显示的数据库  
名古屋工大 OPAC / CiNii Research / JDream III / MathSciNet /  
CAS SciFinder® / Scopus / Google Scholar

## 7 图书馆的设备、设施

### 7.1 馆内文献复制

为了方便大家复制图书馆资料，馆内设有复印机。  
复制图书馆资料时，请自行负责遵守以下事项。  
此外，如果您是自费复印，请事先准备好零钱。

- 1 应在填写完复制申请表后方可复制（\*1）；
- 2 应用于调查和研究目的；
- 3 复制的内容并非整个作品，而只是其中的一部分（\*2），但在发行后经过了相当长的时间（\*3）并且已在定期刊物上刊登的各种论文及报道，可全部复制；
- 4 一个人只允许复制一份；
5. 无论有偿还是无偿，一律不得再次复制或刊发。

\*1 根据著作权法第三十一条的规定，在图书馆可以复印图书馆资料。为了证明是“应利用者的要求”而复印的，要求利用者填写复印申请表。

参考：文化厅网站 (<https://www.bunka.go.jp/seisaku/chosakuken/>)

\*2 “一部分”是指，无论内容多或少，应为整个作品的一半以下。

\*3 “发行后经过了相当长的时间”是指，下一期已经出版，或者自发行后历时三个月等。

复印机	付款方式	使用时间	复印费	备注
投币式复印机	自行付款	8:45~ 闭馆前5分钟	10日元/张 (黑白) 50日元/张 (彩色)	位于1楼。
卡式复印机	研究经费	8:45~ 闭馆前5分钟	使用职工证或 多功能一体机 用IC卡	位于3楼。

## 7.2 教学终端的利用

您可以利用信息基础中心负责管理的教学计算机系统（Edsys）的终端及其专用打印机。

另外，还设置有信息基础中心管理的无线LAN。

机 器	设置地点		数量
教学终端	图书馆	信息检索专区	8台
		多媒体室	41台
		电脑专区	8台
		PC/AV专区	12台
	NITech Hall	EPSON STUDIO PC区域	10台
网络打印机 (大学生协的复印卡式打印机)	图书馆	电脑专区	1台
	NITech Hall	EPSON STUDIO PC区域	1台
无线LAN	图书馆	所有区域	—
	NITech Hall	EPSON STUDIO、 门厅、大讲堂	—

详细情况请咨询信息基础中心。

## 7.3 研讨室

可以用于以小组为单位开展的学习、研讨等活动。利用时请从图书馆服务菜单提出申请。

仅限当天预约，柜台也受理申请。每个小组每天可使用1次，不超过3小时。但是，如果使用结束后房间仍然空闲，可以延长使用时间或当天再次使用。

每个研讨室里均设白板、投影仪、屏幕，可供使用。

设 施	席 位	地 点
研讨室 A, B	8座	南馆3楼
研讨室 C	12座	南馆3楼
研讨室 D, F, G	8座	北馆2楼
研讨室 E	8座	南馆4楼

## 7.4 PC/AV专区

您可以在此观赏利用图书馆馆藏的视听资料。利用时请到柜台提出申请。

图书馆馆藏的视听资料摆放在图书馆北馆1楼的书架上。使用时请将资料的包装交给柜台，或者告知在名工大OPAC（参照6.4 检索名古屋工业大学的资料）查得的视听资料的图书ID。不允许在这里使用自带资料。

器 材	席 位	设 备
视听设备	5座	DVD播放器、显示器、耳机等

## 7.5 各类专区

在图书馆内按照各种主题设置了多种专区。

地域合作专区：收藏了各种工业企业的公司历史。

研究室：为保证安静的学习环境，提供16个互相分隔的独立座位。

大学资料室：收集了名古屋工业大学的相关资料。请在大学资料室内使用资料。

国际交流专区：收集了各国情况、日本介绍、留学信息等与国际交流相关的信息。

## 7.6 其他设备

除此之外,图书馆内还备有缩微胶卷/缩微胶片 阅读机/打印机。仅限教职工(或代理人)使用。

详细情况请咨询柜台。

## 8 EPSON STUDIO

与图书馆相邻的大讲堂NITech Hall的2楼设有学习共享空间EPSON STUDIO。除用于授课或举办活动的时间外，EPSON STUDIO可作为学习空间自由使用。EPSON STUDIO日程表可在图书馆官网或EPSON STUDIO数字标牌上查看。(请参考卷末的EPSON STUDIO楼层地图)

### 【开馆时间】

上课期间	星期一～星期五		8:40～21:00
	星期六、 星期日、 节假日	正常开放时间	8:40～16:00
		延长开放时间	8:40～18:00
放假期间	星期一～星期五		8:40～16:00

※闭馆日以图书馆的闭馆休息日为准。

## 9 致校外人士

只有在不妨碍校内利用者的条件下才可利用本图书馆。对于校外人士，利用范围只限阅览和复印图书馆内的资料，借阅图书；不能仅仅利用设施本身。

您可以事先在名工大OPAC（参照6.4 检索名古屋工业大学的资料）上检索图书馆所藏资料。请注意，在名工大OPAC上检索时，检索结果的所在栏中标有“研究室”的资料不得借阅。

进入图书馆时，请到图书馆入口处的柜台提出申请。

如果注册了图书馆借阅卡，则可以使用图书馆借阅卡从图书馆入口处进入图书馆或借阅图书。希望注册图书馆借阅卡时，请携带证明本人身份的证件，例如可核实姓名、住址、出生年月日（年龄）、本人照片的证件。您所持有的Felica式IC卡可以注册为图书馆借阅卡。没有携带Felica式IC卡的话可以从图书馆借用此卡。此外，仅限年满18周岁的人士注册图书馆借阅卡。请在闭馆15分钟前完成注册手续。

## 10 名古屋工业大学学术机构知识库

<https://nitech.repo.nii.ac.jp/>

名古屋工业大学内部发布的学术信息（博士论文、教员发表的论文等）的全文对外开放。原则上，博士论文与本大学所属教员发表的论文均收录于本学术机构知识库内。

## 11 图书馆网站 <https://www.lib.nitech.ac.jp/>

请从图书馆网站上确认名古屋工业大学图书馆的使用指南、名工大OPAC和电子资料的链接、图书馆发布的通知。博客版图书馆报“@Library”也将公开发布此类信息。

## 12 联系地址一览

名古屋工业大学图书馆		
地 址	〒466-8555 名古屋市昭和区御器所町	
电话号码	使用指南与 图书借还	052-735-5100, 5103
	资料调查与 图书馆馆际合作	052-735-5101
传真号	052-735-5102	
e-mail	library.service@adm.nitech.ac.jp	

## 注意事项

- \* 请不要给其他利用者带来麻烦，例如高声闲谈或打电话等。
- \* 请不要污损或丢失资料。对于丢失资料的，无论理由如何，均要赔偿。
- \* 请不要将从图书馆借得的资料转借给他人。由直接从图书馆借阅资料的人对资料负责。
- \* 除带盖容器的饮品以外，禁止在图书馆或NITech Hall内进食。
- \* 其他事项请遵从工作人员的指示行事。

発行：名古屋工業大学 編集：名古屋工業大学学術情報課  
〒466-8555 名古屋市昭和区御器所町 TEL 052-735-5100

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表紙・挿絵のデザイン

米津智弘

図書館スチューデント・アシスタント

EPSON STUDIO フロアマップのデザイン

伊藤由莉

建築・デザイン工学科学生

(所属はデザイン時)



